University of Michigan
Moving Guide & Helpful Hints
Adapted from LSA Moving Guide

1.   Overview of Planning For a Move

Move Timeline

M-6 months	▪ Get floor plans of your new space, including room numbers ▪ Assign offices (to see furniture needs) ▪ Furniture inventory and assess furniture needs
M-3 months	▪ Determine signage needs for your new space and order if necessary ▪ Review University guidelines for record retention and begin clearing out files ▪ Notify Mail Services of your upcoming move
M-2 months	▪ Contact copier service provider to arrange for copier move (raise a PO) ▪ Decide on location of phone, fax and data lines in offices and contact ITCOM ▪ Contact U-M Waste Management to get extra trash and recycle bins ▪ Work with unit/department facilities office on arranging for the move (who will be the vendor)—can the elevators handle the move (this will affect the timing). ▪ Contact your facilities manager with information on the electrical needs for your copier.
M-1 month	▪ Decide on key mapping of new space. Complete key requisitions for new space ▪ Contact Managed Copier Program or manufacturer to arrange copier move. ▪ Order new stationary and business cards ▪ This is a good opportunity to sort and clear things out—recycle or discard old papers and materials; have a book sale Obtain copies of floor plans from the Facilities Planning and Design Office by emailing aec-floorplans@bf.umich.edu; draw in furniture and phone location on the office layout (you can use the BHG Arrange a Room website to do this: http://www.bhg.com/decorating/arrange-a-room/
M-2 weeks	▪ Contact Mail Services with your new address. ▪ Notify your contacts of your new address: financial operations, your Dean's Office, Chairs and Directors mailing, on-line directory, e-mail signatures, web site, service contracts, department newsletter mailing list, donor lists, etc. ▪ Begin planning for packing (if the move is during the summer months, have faculty pack their office prior to their leaving). Empty desks and bookcases; file cabinets can be moved full. Get packing materials from selected mover ▪ Find out where to park at the new location ▪ Contact your IT department to schedule the setting up of computers at the new location, if appropriate ▪ Update your information on the on-line directory. ▪ Update departmental web page with new information
Move Day	▪ Post signs in your old office location letting visitors know how to get in touch with your and the location of your new space. ▪ If possible, have a cell phone to pick up calls and aid in communication. ▪ Post the office layouts on the office door to assist the movers in putting the furniture in the correct place. ▪ Have two people available at both the move out and move in spaces (letting the movers know where to take items). ▪ Unpacking—most faculty and staff want to take care of their own unpacking.

Tips for Moving to an Off-Campus Site

- Find out who your contact is for dealing with the landlord
- Get a copy of the lease
- Work with your unit Facilities Office to arrange for transfer of custodial services, if appropriate
- Understand who has responsibility for maintenance in leased property (new keys, heating and air conditioning, water leaks, plumbing problems, light bulbs)—work with your Facilities Manager
- Special needs that may not be available or set up for in the new space: copier, fax, refrigerator, computer and furniture for support staff, coffee machine, microwave
- Mail services
- Parking issues for University service vehicles

2.   Quick Contacts

Office or Service	Telephone	Web or Email Address
Floorplans (AEC)	-	aec-floorplans@bf.umich.edu
Interior Design (AEC)	764-8294	http://www.aec.bf.umich.edu/ids/
Leasing (AEC)	615-8774	General leasing questions: duchman@umich.edu For new lease space requests for academic and administrative units: http://www.provost.umich.edu/space/assist/findingspace.html
ITCom	764-4357	http://www.itcom.itd.umich.edu/
Key Office	764-3481	http://www.plantops.umich.edu/workcontrol/KeyOffice/
Mail Services	764-9227	http://mbiz.bf.umich.edu/mailsvcs/index.htm
Managed Copier Program	647-6450	http://www.finance.umich.edu/procurement/howtobuy/universitycontracts/konica-minolta-business-solutions
Moving and Trucking (Plant Operations)	764-2487	http://www.plantops.umich.edu/pmms/mtr/
Waste Management and Recycling (Plant Operations)	763-5539	http://www.recycle.umich.edu/
Plant Operations (for work orders)	647-2059	http://www.plantops.umich.edu/workcontrol/plant_order_service/
Property Disposition	764-2470	http://www.finance.umich.edu/procurement/property-disposition
Property Control	764-6251	http://www.finance.umich.edu/procurement/property-control
Space Analysis (for updating space survey)	763-1196	http://www.finance.umich.edu/procurement/space

3.   Phone and Data Moves

Approximately two months prior to your scheduled move, you will need to get the information on your phone and data moves to ITCom. Contact ITCOM for the latest instructions. In general, they will need the following information

- Current office location
- Current jack
- Person's name
- Phone number
- New office location
- New jack number

Request floor plans from Architecture, Engineering, and Construction at aec-floorplans@bf.umich.edu or contact your unit Facilities Office. This will facilitate your furniture layout in the new office and the location of the phone and data jacks that need to be activated.

All services that you have for each phone (call pickup, voicemail, etc.) will move with the phone to the new location unless you indicate this on the spreadsheet.

If you do not have a jack number for the new location, you may want to indicate the location in the room of the jack that you want activated (you can get this from the key plan mentioned above).

You can view your current phone inventory by going to the ITCom Online Service Center at:
https://blue.itcom.itd.umich.edu/UofM/WebObjects/OnLineServiceCenter

The department administrator has access to your departmental information. The administrator can also issue proxies for access to your department information.

- On the home page, under reports you will see Inventory and Location Report: click on VIEW
- Choose the department ID and date of the most recent report from the pull down menu
- Click on Generate Report

This report will show the building, room and jack number, as well as all features for the each phone number in your unit.

4. Mail Services / Address Updates

Please coordinate your plans with your unit Facilities Office so there is no duplication of effort.

Off-campus to On-campus move

- Send a change of address form for the whole department to the Stadium Street Post Office
- Send notification to Mail Services of the upcoming move, in this include:
    - Department name and DeptID address and zip where you are moving from
    - Department name and DeptID address and zip where you are moving to
- Let Mail Services know if this is a temporary or permanent move.

On-campus to Off-campus move

- Send notification to Mail Services of the upcoming move, in this include:
    - Department name and DeptID address and zip where you are moving from
    - Department name and DeptID address and zip where you are moving to
- Let Mail Services know if this is a temporary or permanent move.

One department with multiple location moves

- Send notification to Mail Services of the upcoming move, in this include:
    - Department name and DeptID address and zip where you are moving from
    - Department name and DeptID address and zip where you are moving to (it is best to send the mail to only one location—preferably to the location of the administrative office—then redistribute the mail to the other locations).
- Let Mail Services know if this is a temporary or permanent move.

5. Key Office

Security/Access Planning

Prior to your move, you should look at the system for keying your rooms. Are there common rooms that everyone should have access to? Are there office/lab combinations that one faculty should have access to with only one key?

This information can be sent to the Key Office in the form of a spreadsheet so these common rooms can be keyed to accept your needs.

New Keys

As you identify the new space for your faculty and staff, you will need to complete key requisitions in the normal manner.

Faculty and Staff pay:

If your faculty and staff are paying for their keys and returning old ones, they will need to take the requisition to the Key Office themselves.

When they return their old key, they will be eligible for a refund if they are the original owner (the key has not been passed on from a previous occupant) and they are in the Key Office database—they do not need to have their original receipt.

Work Request pay:

If you are paying for the new keys through a work request number, you can forward all the key requisitions (with the appropriate signatures) to the key office in advance of your move. Write the work request number in the lower left box of the key requisition.

All the keys can be taken to the Key Office in advance of the move, they will process the requests and the department can take care of picking the keys up and distributing them to the faculty and staff.

Building Access:

If you are moving to a new building that is equipped with auto-lock doors for entry into the building, you will need to ensure all your faculty and staff have valid M-Cards so they can enter the building after regular building hours. Contact the facilities manager for the new building, if different from current facilities manager.

6.   Address Changes

U-M Directory

Remind the faculty and staff that they must update their information in the on-line directory personally, this cannot be done for a group.

Update your departmental web pages with your move information and your new address information.

Please remember to update your web page with information concerning your move. This can be done ahead of time with the anticipation of the move and/or on the date of the move.

Notification to HR Staff Records

The department can forward an Excel spreadsheet with all the changes for personnel in the unit. It should include Name, EmplID, new address, new zip code and new phone number (if it changes). Contact U-M HRAA Office to submit this information.

Send address change to mass mailing groups. Groups to include:

- Dean's and Director's
- Student Services Groups
- Provost's Office
- Office of Space Analysis

7.   Moving Instructions

Following the instructions below will reduce the possibility of items being lost or damaged during the move. The department is responsible for making sure all items are packed and clearly labeled for the move. It may be helpful to have someone check each room that is to be vacated to make sure nothing is left behind, then put tape over the door to say that the room has been done and checked.

Moving your Copier

- If you have leased your copier through the U-M Managed Copier Program, you will need to contact them to arrange to have the copier moved. Since the copier is leased through this program, there will be no charge for the move.
- Contact your facilities manager with the electrical needs for the copier approximately 2 month prior to the move—this to ensure you have the needed power and outlet in place prior to your move.
- Please notify the Managed Copier Program approximately one month before the move. They will need the following information:
    - Date of move
    - Serial number
    - ID number
    - Model number
    - Current room and building
    - Current street address
    - Contact person
    - Contact person's phone number
    - Move copier to (room and building)
    - New street Address
    - New contact person
    - New contact person's phone number
- If you own the copier, purchased through Xerox or Canon, etc., you should contact the manufacturer or maintenance provider to have the copier moved.

Packing Boxes

- All items to be moved must be labeled with a new location (name, room number and building)
- Unlabeled items will not be moved
- Boxes need to be clearly labeled with marker on **end panels** with the room they are being moved to
- Don't pack boxes so heavy that they can't be lifted or so full that they can't be closed
- Boxes of books should be labeled "BOOKS" to prevent movers from setting heavy boxes on lighter ones
- Boxes with fragile items need to be labeled "FRAGILE" for proper handling (if you have valuable personal items that could be broken, you may want to take care of packing and moving them yourself).
- Labeling the contents of your boxes helps in the unpacking process!!

Furniture

- Label furniture with masking tape
- Unlabeled items usually will not be moved
- Filing cabinets:
    - Lateral file cabinets: Usually, two, three or four drawer lateral file cabinets do not need to be emptied for the move. For a five drawer cabinet, the first four drawers of lateral file cabinets do not need to be emptied, the fifth drawer does. Make sure the drawers are locked or secured with tape.
    - Vertical file cabinets: Usually, two drawer through five drawer vertical file cabinets do not need to be emptied for the move. Make sure the drawers are locked or secured with tape.

- There may be some exceptions for any file cabinets being moved from or into areas without elevators.
  - Desks, bookshelves, and storage cabinets need to be emptied and contents should be boxed and labeled
  - Any furniture items no longer wanted should be labeled "PROPERTY DISPOSITION" and left in place

A small sketch or diagram indicating the location of furniture should be used for each room at the new space and can be taped to the outside of the door. Take note of electrical outlets, phone jacks, radiators, data ports and thermostats before choosing a location for these items.

Keep in mind sequence (priority) for moving rooms.

You should have at least two people at each site on moving day(s).

Personal items (non-university items) are not covered by University insurance. It is recommended that personal items of value be moved by the owner.

Trash

Paper, trash and items being discarded must be discarded in the appropriate containers. Trash cannot just be left in spaces.

8. Moving Computers

General Tips

- Moving an office computer essentially works like this: You take it apart and pack it. The moving company will take care of moving it to the new location. Your unit or department IT staff may assist in reassembling it.
- Use the attached computer packing crib sheet as you prepare for the move.
- Pack carefully -- Put all the peripheral pieces of your computer (ie. keyboard, mouse, speakers, etc.) in *one* packing box if possible. Label the box "Computer Parts" (on the *sides* of the box -- *not* the top) and indicate the new location. With this information you will be able to easily identify this box amongst all the others that are being moved and you can locate all the parts and reassemble your computer quickly.
- Do *not* put the CPU (case with the CD drive) or the monitor in a packing box. The moving company usually will move them just the way they are.
- When you get to your new location, you should first position the desk where your computer will be placed where you want it. Keep in mind that it needs to be near an electrical jack and a network jack. Then position your computer on your computer desk. This will make the reconnection process move much more quickly.
- Do your best to reconnect all the pieces of your computer that you disconnected and packed away. Again, this will make the reconnection process move more quickly. LSA IT will check all the cables to make sure that they're connected correctly.
- Be patient -- Don't expect to have a working computer for *at least* half a day after your furniture is in position. There isn't any way around the reality that someone will be first and someone else will be last.
- If you *do* have special needs, communicate them to your administrative manager so that LSA IT is aware of them.

Computer packing crib sheet

<u>Packing your computer</u>

1. Turn-off both the computer and the monitor.
2. Unplug the monitor from the computer.
3. Unplug the keyboard, mouse and speakers and put them in a packing box.
4. Unplug the power cable from the computer. Put it in the packing box.
5. Unplug the power cable from the monitor. Put it in the packing box.
6. Unplug the network cable (it looks like a big phone cable) from the computer and the wall/floor jack. Put it in the packing box.
7. Put a piece of masking tape on the computer. Write your name and new building/room number on the tape.
8. Put a piece of masking tape on the monitor. Write your name and new building/room number on the tape.
9. On the *sides* (not the top) of the packing box write your name, new building/room number and the words "Computer Parts" -- this enables you to locate all the pieces of your computer quickly.
10. Do *not* put your CPU or your monitor in packing boxes!

<u>Packing your personal printer (or scanner, etc.)</u>

1. Turn-off the printer
2. Unplug the printer cable from the computer. Then unplug that same printer cable from the printer itself. Put the printer cable in the same packing box that you used for your computer parts.
3. Unplug the power cable from the printer. Put it in the same packing box that you used for your computer parts.
4. Put a piece of masking tape on the printer. Write your name and new building/room number on the tape.
5. Do *not* put the printer in a packing box! The movers will move it just the way it is.

Packing your network printer

1. Turn-off the printer
2. Unplug the power cable from the printer. Put it in the same packing box that you used for your computer parts.
3. Unplug the network cable (it looks like a big phone cable) from the printer and the wall/floor jack. Put it in the same packing box that you used for your computer parts.
4. Put a piece of masking tape on the printer. Write your name and new building/room number on the tape.
5. Do *not* put the printer in a packing box! The movers will move it just the way it is.

9. Property Disposition, Asset Management, & Recycling Large Items

Property Disposition

Identify items that will not be moved to your new location and mark them clearly "Property Disposition". Coordinate with Property Disposition and movers to get items moved to Property Disposition.

Please ensure that any furniture left behind is empty—no papers, folders, pens, pencils or personal items can be left in desk drawers, file cabinets or bookcases.

All items that are tagged to go to Property Disposition must be accompanied by a Declaration of Surplus Form. Contact Property Disposition to get the latest form.

Asset Management

Any equipment that is listed in your inventory through Asset Management must be updated with Property Control, listing the new location. You can take care of this by e-mail by contacting amtransfers@umich.edu. This is usually used to transfer assets to a different unit, but can also be used to notify of a change of location.

Recycling Large Items

Under certain circumstances, larger items, such as furniture, may be recycled. Contact U-M Waste Management Services for more information.

Contact information
recycle@umich.edu
www.recycle.umich.edu
(734) 763-5539

10. Close out process at the end of the move

Arrange to have someone walk through all your space once the move is complete to check for anything that may be left behind, to make sure any furniture left is the room is labeled for Property Disposition and is free of personal items or papers.

Place a sign on the door indicating that it has been checked and the move-out is complete—also indicate if there is anything in the room that is to go to Property Disposition.

Post a sign at the building entrance and at the main office door indicating your new location and contact information.

11. Office of Space Analysis & Space Records in M-Pathways

It may seem like an overwhelming task to look at updating your space in M-Pathways for two locations in one year, but the Office of Space Analysis can assist in making the process easier. Please contact the Office of Space Analysis to determine the best way to update information.

Telephone: 763-1196

Website: http://www.finance.umich.edu/procurement/space

Appendix A: Sample Memos Preparing for Moves

Memo 1: Six Months Before Move Day

T H E   U N I V E R S I T Y   O F   M I C H I G A N

[YOUR DEPT NAME] DEPARTMENT MEMORANDUM

To: [your dept name] faculty and graduate students

From: [Name of dept administrator or move coordinator]

Date:

Subject: Preparation for departmental move

Most of you know that we are schedule to mover to [temporary or new] space in 2009. This memo summarizes the current state of planning as background for discussion at the next Department meeting.

The current plan calls for the Department to move to new quarters some time between [enter move dates]. The [your dept name] faculty and staff offices will be moving to [new building name]. Every effort has been made to ensure the move should not take place during classes.

(You will want to personalize this memo to cover the needs and concerns of your own department— whether you are moving to temporary space or new space, or are moving back to your renovated space. You may want to cover the reasons for the move, benefits and drawbacks, etc.)

If you have comments but can't attend the meeting, email [uniqname]@umich.edu.

Memo 2: Two Months Before Move Day

<div align="center">

Department of [your dept name]

THE MOVE TO [NEW BUILDING NAME]
[Date of move]

M-DAY

</div>

<u>Office assignments</u>

We have completed the assigning of offices in [new building]. Your new office will be #_____. You will be sharing with _____. You may want to stop by the [your dept name] main office to see the location of your office on the floor plan. If two faculty members agree to swap offices, you must let [department administrator or move coordinator's name] know by [date two months prior to move], so there will be enough time to complete telephone orders.

<u>Packing</u>

Moving Instructions are attached. Briefly, they say:

- Files may be moved full. Lock them if you can and *if you have a key*.
- Bookcases must be emptied and books packed in boxes.
- Desks must be emptied of their contents.
- Label all boxes and furniture with your [new building name] office number.
- Make a sketch of how you would like furniture placed in the new office. Be sure your name or office number is on it. If we do not have a sketch, [department administrator or move coordinator's name] will use their best judgement on where the furniture should be placed. (You may want to go to the BHG Arrange a Room website for a tool in creating the furniture layout:
  http://www.bhg.com/decorating/arrange-a-room/

<u>Packing assistance</u>

Let us know if you need assistance. We have a very small budget with which we can hire temporary help with packing. Faculty are expected to do as much packing as they can and give directions to an assistant.

<u>Telephones</u>

We expect faculty who will have [new building name] offices, even shared offices, to have their own phones. We will make every effort to transfer the numbers so they remain the same.

<u>Schedule for moving</u>

We do not know who will be moved first. We have to assume that everyone should be ready by [first date of move]. [Department administrator or move coordinator's name] will be making regular sweeps of the [old building name] offices to label belongings that are not labeled and check on progress in general. It will be very helpful if you are packed sooner, rather than later.

Appendix B: Planning a Green Clean Day

What is a Green Clean Day?
A Green Clean Day is a one-day event dedicated to the clean out of departmental office space organized to maximize recycling, reuse, and waste reduction. Green Clean Days originated with the Ross School of Business and have filtered throughout the University.

Why have a Green Clean Day?
Organizing a Green Clean Day is a great opportunity to create much needed space for filing and storage by purging files and materials. Additionally, a Green Clean Day will raise the awareness of waste generated by your department while examining what types of material can be recycled or reused internally. Reducing the amount of material that is landfilled through reuse and recycling creates a sense of community and goodwill through a fun team oriented clean out project. A Green Clean Day is an excellent way to save your department money through material exchange by setting up a reuse area or room where office supplies and other items can be swapped and exchanged. A Green Clean Day also gives employees a day to dress down and perform a task most never set aside the time for: clean.

How Do We Get Started?
Read the Green Clean Day planning guide and give Waste Management Services a call to start the ball rolling for your Green Clean Day.

Resources
Green Clean Day Planning Guide:
http://www.recycle.umich.edu/grounds/recycle/PDF/Green_Clean_Day_Guide.pdf

U-M Waste Management Services:
1655 Dean Road
Ann Arbor, MI 48109-2159
recycle@umich.edu
www.recycle.umich.edu
(734) 763-5539

Appendix C: List of Moves Planning Considerations

While the above sections provide a logistical outline of executing a move, the following sections list items and tasks that will need to be taken into consideration in the early planning stages of the move. Not all of these items will be handled by your unit directly, but the list provides a good sense of the scope of the planning phase.

For questions or additional information, contact space.utilization@umich.edu.

1) Existing Space and Resource Assessment
   a) Space requirements
      1. Type
      2. Amount
      3. Configuration
      4. Location/proximity to campus
   b) Furniture
      1. Existing
      2. New – purchase or lease
   c) Equipment
      1. Moving / handling issues (fragile/hazardous)
      2. Special utility requirements (electrical/data/security)
      3. Lease or service contract issues (copiers, fax machines, etc.)
   d) Utility Requirements
      1. Electrical
      2. Tele/data
      3. HVAC
      4. Lighting
2) New Location and Needs Assessment
   a) Construction/remodeling required
      1. Approval needed
         (1) Landlord
         (2) U-M
   b) Minor remodeling
      1. Casework/millwork
      2. Carpet
      3. Paint
      4. Contractor / design services
         (1) U-M
         (2) Outside
   c) Utilities
      1. Electrical and tele/data outlet type and location
      2. Special needs
   d) Furniture
   e) Room number assignment
   f) Signage
      1. Approval
         (1) Exterior
         (2) Interior (room signage)
      2. Fabrication/Installation
         (1) UM

            (2) Outside
    g) ADA Compliance
3) Telephone and Data Service
    a) Voice over internet protocol (VOIP)
       1. Order 60 days in advance
    b) T-1
    c) Wiring
    d) Activation
    e) Equipment
4) Contact the Mover
    a) U-M Moving & Trucking
       1. No furniture assembly
    b) Outside Mover
       1. Will install/assemble furniture
5) Locks and Keys
    a) U-M
    b) Landlord
6) Change of Address
    a) User notification
    b) U-M Campus Mail Service
    c) U.S. Post Office
    d) Materials Distribution Services (Boise, UPS, FedEx, etc.)
    e) Courier services
    f) Departmental printed materials
7) Miscellaneous Services
    a) Risk Management
8) Cleaning and Maintenance Services
    a) U-M
    b) Landlord
    c) Private contract
9) Parking
    a) U-M
    b) City of Ann Arbor
10) Security
11) Storage
    a) Type
    b) Amount
    c) Level of access
    d) Water
    e) Vending
12) Move Related Disposal
    a) Refuse
       1. Trash and recyclables
       2. Hazardous materials
       3. Files and records
    b) Excess office equipment and furniture
       1. U-M Property Disposition